

# ERME VALLEY HARRIERS - CONSTITUTION AND RULES

## **1. NAMES AND OBJECTS**

- a) The club shall be called the Erme Valley Harriers and hereinafter may be referred to as the club.
- b) The primary objective of the club shall be to provide for its members such facilities as are from time to time deemed necessary to further the sport of athletics. The club is open to all.
- c) The club shall at all times seek to further the interests of the sport of athletics by all such means as the members consider good and proper. In particular the club will pursue this objective by organized instruction and practice and by friendly competitive activities within the club, and with such other clubs and persons as may be arranged.
- d) The club shall at all times retain the status as amateur. (See 2b)
- e) The club shall seek and thereafter continue to remain in affiliated membership of UK Athletics, through affiliation to England Athletics (EA), or any successor organization, the Armada Athletics Network and Devon County AA for the benefit of its members.
- f) The club shall do all such things as are necessary to promote the primary objective of the club.

## **2. MEMBERSHIP**

- a) Membership shall be by application to the committee in writing on a form provided for that purpose. The committee will then decide on the application at the next meeting using a ballot if required.
- b) All members must be an amateur as defined by UKA. "An amateur is a person who is eligible to compete under the Rules of UK Athletics" (See UKA Rule 1 – Eligibility to Compete). The club will not place any other restrictions upon persons eligible to make application for membership except as in d).
- c) Membership shall continue for so long as members are in compliance with the constitution and rules of the Erme Valley Harriers. The committee have the right to terminate membership (see 12 b). A member may resign at any time in writing provided he/she does not have any outstanding debt owing to the club. The acceptance of the resignation will be subject to a committee decision and subject to rules laid down by UKA.
- d) Membership shall be of the following categories
  - i) Junior, as defined by UKA Rules.
  - ii) Senior, as defined by UKA Rules.
  - iii) Student (by application to committee for charging the subscription at the O/65 Rate).
  - iv) O/65
  - v) Non-competitive runner
  - vi) Family membership (as agreed with committee).
  - vii) Social/Volunteer member.

N.B. Second Claim members will pay the same fee as competing 1st Claim members and will be entitled to all facilities and services afforded to 1st Claim members.

### **3. HONORARY MEMBERS**

- a) Honorary membership of the club may be granted either for the current or forthcoming year at the discretion of the elected committee. Honorary life membership may only be approved at a general meeting.

### **4. PRESIDENCY**

The honorary position of President may be granted after approval at a general meeting

### **5. FORMAT OF MEETINGS**

5.1 For the avoidance of doubt, the expression "Meeting" in these rules shall include any General, Special, or Extraordinary Meeting. Meetings can be held either Face to face or by Zoom or similar application or a combination of both.

#### **5.2 Redress of Complaint**

Any member on giving written notice to the Secretary may request attendance at a committee meeting for a personal hearing on any matter relating to club business, such meeting to be held within 1 month from the date of the notice.

#### **5.3 Annual General Meeting**

The Annual General Meeting (AGM) of Erme Valley Harriers shall be held in the month of November each year upon a date and time to be fixed by the Committee for the following purposes:

- a) To receive from the Committee a report, balance sheet and statement of accounts for the preceding financial year.
- b) To appoint an auditor or auditors for the ensuing year (who will not be Committee Members).
- c) To elect Members of the Committee in accordance with Rule 6 below.
- d) To consider any other matters concerning the business of Erme Valley Harriers as may be necessary.

#### **5.4 Notice of Business**

Any member desirous of moving a resolution at the Annual General Meeting shall give notice thereof in writing to the Secretary not less than 14 days before the date of such Meeting

#### **5.5 Special General Meeting**

The Committee may at any time for any special purpose call a Special General Meeting and shall do so as soon as practicable upon the requisition in writing to the Secretary of 20 members stating the purpose for which the Meeting is required.

#### **5.6 Convening General Meeting**

At least 14 day's notice shall be given before the Annual General Meeting or any Special General Meeting. A notice of such Meeting and of the business to be transacted thereat shall be emailed by the Secretary to all members to the email address supplied by each member to the Secretary (together with a copy of the report, balance sheet and statement of accounts, if the Meeting is to be the Annual General Meeting).

#### **5.7 Proceedings at General Meeting**

At all General Meetings of Erme Valley Harriers the Chair, or in the absence of the Chair, a Member of the Committee selected by the Committee, shall take the chair. Every ordinary Member shall be entitled to one vote upon every motion and in the case of an equality of votes the Chairman shall have a second and casting vote. The Chair may permit the holding of secret ballots if appropriate.

### **6. OFFICERS**

The officers of the club shall consist of Chairman, Secretary, Treasurer and Volunteer Co-ordinator. All officers shall take office as from such time after the election as is comparable with the proper continuance of official duties.

(i) Chairman - The Chairman shall chair all committee meetings and have the casting vote at any general or committee meeting. The Chairman shall take office from the close of the general meeting.

(ii) Secretary - The Secretary shall be responsible for the administration of the club and shall be the named contact with the governing bodies. The committee may elect other members to assist the secretary with administration of various aspects of the club, e.g. Road Running, Track & Field, Cross Country, Sportshall and Social Events.

(iii) Treasurer - The Treasurer shall keep such financial records as are necessary to maintain strict control of the club's financial affairs. The treasurer will maintain a record of members and their subscriptions.

(iv) Volunteer Coordinator – The volunteer coordinator shall coordinate volunteers and be a central point of communication within the club.

## **7. COMMITTEE**

- a) The committee shall consist of the officers listed in 5 and at the annual general meeting any other such members as are deemed necessary.
- b) The committee shall set up sub-committees as required to manage specific projects, these sub-committees can take appropriate action on any matter related to the project, but this action must be ratified at a full committee meeting unless the sub-committee is empowered to take the said action without final ratification.

## **8. ELECTION OF OFFICERS**

- a) The officers shall be elected by ballot at the annual general meeting and shall serve for a period of twelve months.
- b) An officer or committee member may be removed from office at any time by a majority vote at an extraordinary general meeting.
- c) Elected committee members shall attend all meetings as far as is practicable. Failure to attend meetings on three consecutive occasions may be deemed to constitute a resignation from the committee but not the club.

## **9. FUNDS**

- a) The funds of the club shall be applied solely and only to carry out the objects of the club.
- b) Finance shall be raised by subscriptions which shall be agreed at the annual general meeting for the ensuing year.
- c) Finance shall be raised by such other means as are deemed proper by the committee.
- d) Subscriptions shall be set at a level to ensure the proper functioning of the club for the ensuing year after other reasonable anticipated income and funds are taken into account. These subscriptions will include the fees paid to England Athletics on behalf of each eligible member.
- e) Subscriptions shall be due on the 1st January following the annual general meeting.
- f) A refund or reduced subscription may be made at the discretion of the committee if circumstances exist.

## **10. FINANCIAL TRANSACTIONS/CHEQUES**

All financial transactions regarding the club accounts shall be approved signed by two of the approved signatories, one of which should be the treasurer if that is practicable.

## **11. INDEPENDENT VERIFICATION OF ACCOUNTS**

- a) The club's accounts and books should be verified independently of the committee.
- b) The verifier shall have access to all books, accounts and records as they deem necessary for the completion of the inspection.
- c) The verification shall be carried out annually in advance of the annual general meeting if feasible.
- d) The verifier shall sign the balance sheet and supporting accounts to certify that, in their opinion, the balance sheet and accounts are a true and fair record of the club's affairs.

## **12. ROLE OF MEMBERS**

A register of names and addresses of members shall be maintained by the secretary and treasurer and shall at all times show the state of the members subscriptions.

## **13. TERMINATION OF MEMBERSHIP**

- a) From the effective date of cessation of membership all rights and benefits accruing to a member shall cease.
- b) The committee shall have the right to terminate membership of a member who has been found guilty of any of the following:
  - (i) Misconduct as outlined in 14a
  - (ii) Acting in a manner likely to bring discredit to the club.
  - (iii) Non-payment of subscriptions after a period of 12 months provided a month's notice in writing has been sent to such a member by a registered or recorded letter, addressed to his/her last known address, informing the member of the proposed action of the committee.

The name and address of any person so expelled from the club shall be sent to England Athletics who shall enter the athletes name in a "The Suspension Book" kept for that purpose. Every person entered in a Suspension Book shall be suspended from competing at any meeting held under UKA rules until the liability causing the said expulsion which shall not exceed one year's subscriptions shall have been discharged. No member whose subscription is in arrears is eligible to take part in any competition promoted by the club.

## **14. MISCONDUCT OF MEMBERS**

- a) No unauthorized gambling, drunkenness, bad language or such other misconduct as deemed improper by the committee shall be permitted on any club activity,
- b) Any officer or member of the club becoming aware of such misconduct shall report it to the committee.

## **15. BYELAWS**

The committee is empowered to make such byelaws as may be deemed necessary for the good government of the club provided that no such byelaws be in contradiction of the constitution and rules here stated.

## **16. QUORUM**

- a) One quarter of the senior membership shall form a quorum at any general meeting.
- b) 75% of the current committee members with voting rights shall form a quorum at any committee meeting.

## **17. VOTING**

- a) All business other than the election of officers shall be voted by show of hands.
- b) Any member may appoint another member as his/her proxy to vote on his/her behalf provided authority is in writing and available for inspection by the Secretary.
- c) Any member may send his/her vote in writing to the Secretary and such a vote will be counted as if the member were present.

## **18. NOTICE OF MEETINGS**

- a) Notice of a general meeting shall be sent to each member at least two weeks before the date of the meeting and such notice shall incorporate the agenda.

## **19. INTERPREATION OF RULES**

The Committee shall be the sole authority of the interpretation of these rules and the decision of the Committee shall be final and binding on Members

## **20. DISSOLUTION**

At any General Meeting a resolution for the dissolution of Erme Valley Harriers shall be confirmed by a resolution passed by two-thirds of the senior membership. Upon dissolution of the club any remaining assets shall be given or transferred to another registered Community Amateur Sports Club (CASC), a registered charity or the sport's governing body for use by them in related community sports

## **21. RESPONSIBILITIES**

The club shall accept no responsibilities other than those imposed by legislation.

## **22. CONSTITUTION**

No change shall be made to this constitution other than at a general meeting where at least 25% of the senior membership is present. Postal and proxy votes may be counted, but not to establish that this quorum exists.

KBR OCTOBER 2023